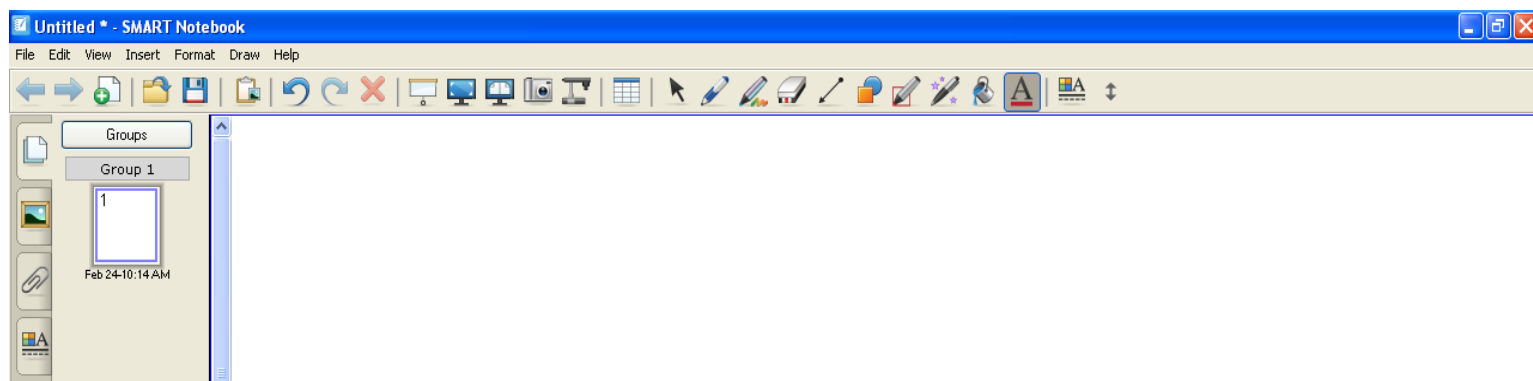


Smart Notebook 10 Cheat Sheet

Here is a Screen shot of what the Tool menu looks like once you have the Notebook open.



Tools menu at a glance

	Moves you to Previous and Next Page.		Mouse/Select tool.
	Inserts a New Page after your current page.		Pen – May Choose lots of colors.
	Open a new Notebook*. Save Current Notebook.		Creative Pens. Fun for the kids.
	Clipboard – View your cut and pasted items.		Eraser – Size is adjustable.
	Undo and Redo buttons.		Line – many options here too.
	Deletes selected item.		Shapes – Lots..
	Places a Screen over the page, hides items.		Shape Recognition Pen
	Full Screen Viewing. Similar to a PP Show.		“Magic Pen” Disappearing ink, draw a □ to zoom, draw a ○ for a spotlight.
	Dual Screen Viewing. View 2 Pages.		Paint Bucket
	Capture. 4 Options here.		Text Tool – Or, just click on the screen and type.
	Document Camera (Must be a SMART Cam).		Properties – Click on an item, and change it's color etc...
	Insert a Chart.		This moves the tool bar to the bottom – good for younger students.

*Opening another file this way will require closing current file (I don't like that; ask me about the work around).

Right Click Options

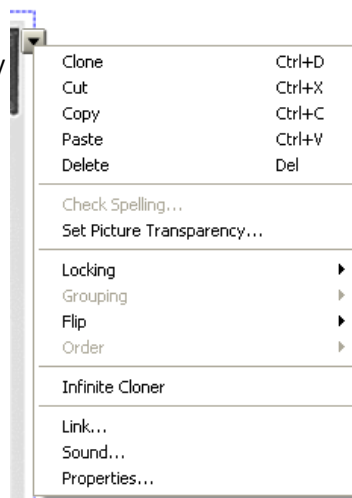
1. Right Click on Page –

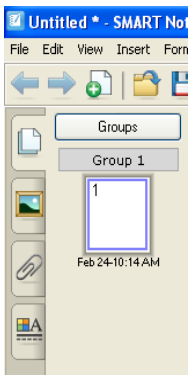
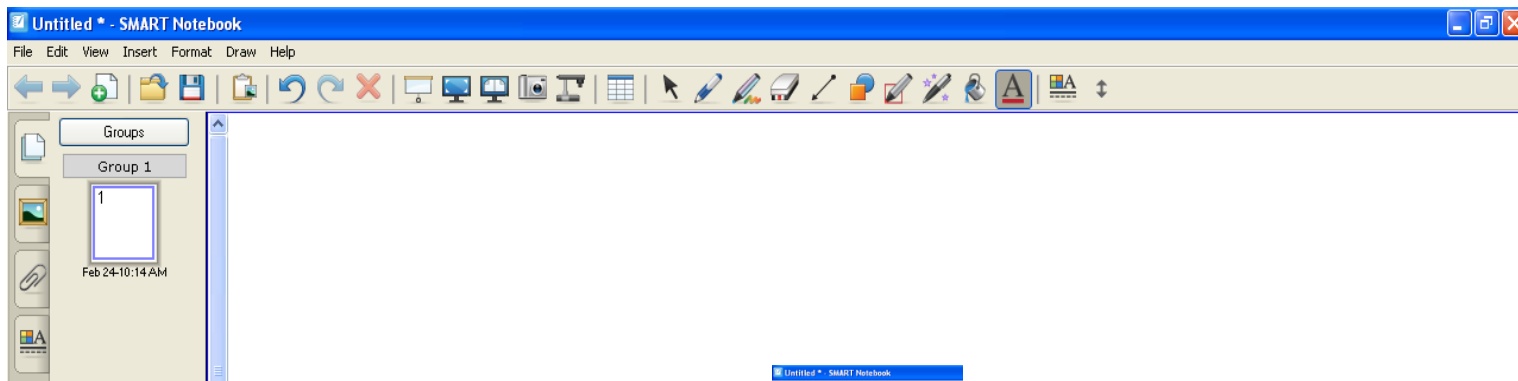
- Paste** – Ctrl+V
- Select All**– Ctrl+A
- Clear** – WON'T clear Locked or Infinitely Cloned Items
- Set Background Color**
 - Solid
 - Gradient
 - Pattern
 - Image

Paste	Ctrl+V
Select All	Ctrl+A
Clear	
Set Background	
Show Hyperlinks	Alt+L
Delete Theme	

2. Right Click on Object

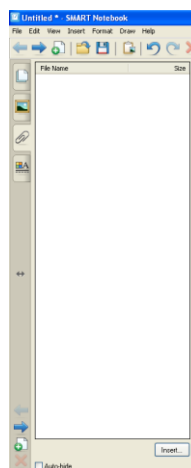
- Delete
- Check Spelling
- Set Picture Transparency – Make it see through
- Locking – Locks item in place
- Grouping – Group/Ungroup items
- Flip – Left/Right, Up/Down
- Order – Layering options
- Infinite Cloner – Self Explanatory?
- Link – Add Hyperlink
- Sound – Add a sound (record or attach sound file)
- Properties





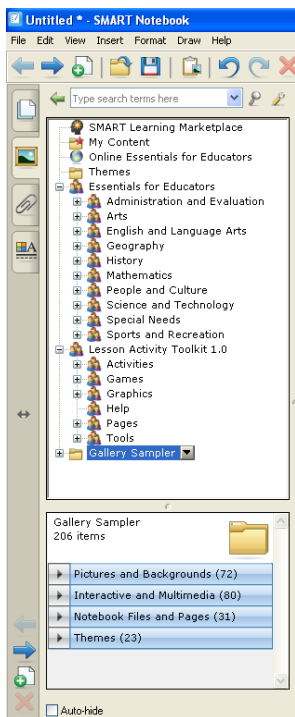
1. Page Sorter –

- a. Allows you to view, order, delete, and manage your Notebook pages.



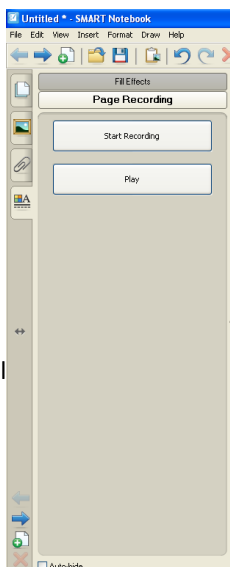
3. Attachments

- a. Add any files that you would like to use during your Smartboard lessons
- b. Example: United Streaming Video



2. Gallery – Results displayed in lower box section

- a. SMART Marketplace
- b. My Content
 - i. You can add your own Content here.
 - ii. Computer Specific Content
- c. Online Essentials for Educators
 - i. Browse premade lessons aligned to state standards.
- d. Themes -
 - i. Backgrounds
 1. Ex: Holiday/Seasonal
- e. Essentials for Educators
 - i. Content Specific "Content"
 - ii. See Drop Down Under Category
 - iii. Something for everybody!
- f. Lesson Activity Toolkit 1.0
 - i. Coolest Feature in 10!
 - ii. Interactive Games you can customize
 - iii. Some Pre Made Activities
- g. Gallery Sampler
 - i. Sample Gallery ☺



4. Properties

- a. An easier way to change the properties of an item
 - i. Fill Effects/Border Effects for example
 - ii. Depends on what the object is: Text? Picture? Shape?

Tips and Tricks:

- You can search for images on the internet, and drag and drop them to your Notebook page (no need to save).
- You can drag and drop Excel sheet (functions don't carry over), Kidspiration/Inspiration Webs, as well as other application items.

Suggestion: Make a cover page for you lesson, include your Name, School, and SOL number. Then upload it to the SCORE community to share with the entire county!